

1 **BOARD OF SELECTMEN MINUTES**
2 **JUNE 27, 2011**
3
4

5 Prior to the meeting the Selectmen viewed the new CERT Trailer outside of Town Hall.
6

7 Chairman James O'Mara called the meeting to order at 8:32 p.m. Selectmen present: Bruce Bowler,
8 George Infanti, Thomas Grella and Dwight Brew. Also present Town Administrator Gary MacGuire and
9 Executive Assistant Sharon Frydlo.
10

11 **Pledge of Allegiance**
12

13 Mr. O'Mara asked Mr. MacGuire to lead them in the Pledge of Allegiance.
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15 * * * * *
16

17 Mr. O'Mara announced that the next order of business was not on the agenda. It was Gary's last meeting
18 with the Selectmen and will be leaving on July 8. The Board presented him with an engraving in stone of
19 the Board's appreciation. Mr. Infanti read a commendation from Governor John H. Lynch and the
20 Executive Council to Gary expressing his tireless dedication and commitment. Mr. MacGuire thanked the
21 Board for their thoughtfulness.
22

23 **Citizens' Forum**
24

25 Town Clerk Nancy Demers told the Board that she has worked with Gary since 1975. They had gone on
26 their first burglary, as members of the Police Department, together. She indicated she was sorry he was
27 leaving. She mentioned that she had sent Gary an email on her thoughts and shared a few of them with
28 the Selectmen. She also thanked Sharon for everything she has done for her over the years.
29

30 Jim Quinn mentioned that he too was sorry to see Gary leaving. He spoke of an incident many years ago
31 involving stolen tires, Gary's investigation of them and his personal reaction when he saw him directing
32 traffic, rather than investigating his stolen tires. Carolyn Quinn indicated that they were representing a lot
33 of people who didn't know what was being planned that night as a tribute to Gary. She also thanked
34 Sharon for her help over the years. She noted that they will miss the history of these two people.
35

36 **Administrative Business**
37 **Approval of Minutes**
38

39 *Mr. Infanti moved to approve the minutes of June 13, 2011, second by Mr. Brew. Vote: Unanimous.*
40

41 **Payroll Register**
42

43 *Mr. Bowler moved to approve the Payroll Manifest dated June 16, 2011 for the pay period ending on*
44 *June 11, 2011 in the amount of \$179,446.74 as well as a supplemental payroll run on June 20, 2011*
45 *for the pay period of June 11, 2011 in the amount of \$269.72, second by Mr. Grella. Vote: Unanimous.*
46

47 **Accounts Payable Register**
48

49 *Mr. Grella moved to approve the Accounts Payable Manifest dated from June 14, 2011 to June 27,*
50 *2011 in the amount of \$287,201.08, second by Mr. Brew. Vote: Unanimous.*
51

52 **Discussion Items**
53 **Review of the CERT Manual**
54

55 EMS Director Brian Gleason publically thanked Gary, on behalf of his Department, for everything he has
56 done for him and the Emergency Medical Services. He also thanked Sharon for the almost 12 years he
57 has been with the Town, also for what she had contributed to him.
58

59 After September 11, President Bush, through AmeriCorps, put together a Community Emergency
60 Response Team. Former Fire Chief Rick Todd formed a team aka MIAMMO CERT. When the Chief
61 retired, this fell flat and the Director was concerned that they would lose the CERT Grant. He was asked
62 if he would continue in this role. They received a trailer through Volunteers NH and it became an
63 emergency trailer. There will be a lot of additional equipment that will eventually be placed in it.
64 Because they are housing the CERT Trailer, they have the ability to use it for not just an emergency. In a
65 Power Point Presentation the inside of the Trailer was shown, as well as the list of the members on the
66 CERT Team. He noted that many of them have Ham Radio Operator licenses. Bob Schaumann still
67 remains an honorary member and still sends them names of Amherst residents interested in joining the
68 team.
69

70 Mr. Gleason explained to the Selectmen that they had to come up with Standard Operating Procedures on
71 how it works and the requirements. This had been in their "read file". He was there to ask the Board to
72 formally adopt the manual. All of this has recently been turned over to Fire Chief Mark Boynton and he
73 has the ability to activate the CERT Team.
74

75 ***Mr. Bowler moved to adopt the CERT Manual, second by Mr. Grella.*** Discussion: Mr. Infanti
76 acknowledged the volunteers who are serving, as well as Brian. Mr. O'Mara noted it was nice handing
77 over a finished product and thanked everyone who has been involved. ***Vote: Unanimous.***
78

79 **Review of Proposed Roadway Markings Policy**
80

81 Mr. MacGuire invited Police Chief Peter Lyon, as Highway Safety Chairman and DPW Director Bruce
82 Berry to join them. He indicated he talked them into working on this project. As DPW Director, this
83 burden falls on Director Berry. Highway Safety put together a policy they were asking to be adopted. It
84 was a guideline and provides consistent approach to markings in the Town.
85

86 Chief Lyon indicated they worked together in order to provide safety to their roads with MUTCD
87 Guidelines (Manual on Uniform Traffic Control Devices) and at the same time incorporate the rural
88 nature of the Town.
89

90 ***Mr. Bowler moved to approve the Roadway Markings Policy, second by Mr. Grella. Vote: Unanimous.***
91

92 **Action Items**
93 **Modification to Existing Town Policy on Vacation Accrual**
94

95 Mr. MacGuire gave credit to Chief Lyon for the adoption of the policy they put into place with the Union.
96 No employee can accumulate more than 200% of their current annual vacation and directs the employees
97 to use a minimum of two weeks per year. The buy back of the vacation will come a month after an
98 employee's anniversary. Many employees haven't had a chance to use their vacations due to workloads
99 created by the Town. He commended Chief Lyon for coming up with this language, as they have
100 wrestled with this. It strongly encourages their employees to take the time and the most important aspect
101 is their mental health and production. They don't have a large enough employment base to have someone
102 else fill in when a vacation occurs.

Mr. Brew noted that they provide their employees vacation as a benefit they would like them to take. There may be some instances where it is not in the Town's best interest for key personnel to take vacations. As a Board, they need to have a goal where they encourage their employees to take vacations. It may not be practical to have an employee take five weeks in a row. He mentioned that they were placing a financial burden into a future year. He was looking at the problem and would rather address "more near term", so that employees don't lose any vacation because of the cap. In one instance, the Town is requiring or requesting the employee not take vacation. He was appreciative of bringing this forward, but he would not be voting in support of the policy as written.

In response to Mr. O'Mara's comment, Chief Lyon indicated that an employee cannot carry 200% of what they earn and anything in excess of this is paid out on an annual basis. Mr. O'Mara asked Mr. Brew if he had any suggestions. Mr. Brew thought there was an exception in the existing policy and would like to formalize that exception. Rather than allow people to exceed the cap, he would like the policy to be if an employee runs over the cap, the Town buys them back that year. He told Mr. O'Mara that he understood a person was not allowed to go over 150% on an annual basis. He would like it to be at the Town's request, so that some employee who might have five weeks, wants to build it up, only takes two weeks and they are constantly buying him out each year.

Mr. MacGuire indicated that the difference would be the 150% v. 200%. What he was hearing, he thought they would all like their employees to take vacation and a question that they are not advocating the practice of the 150% or the 200%. He would agree with Dwight about the exception. Mr. Brew agreed with the 150% to the 200%. He thought, as Selectmen, they have people who can't take vacation as an issue. If they have someone who continually can't take vacation, whether it is 150%, 200% or 350%, the problem was there. He would like to acknowledge it and continually buy it out. Mr. O'Mara noted that they could include it in the budget. Chief Lyon mentioned that now the policy was predictable and it could be budgeted for. In the past, they didn't. Mr. O'Mara asked, if what he was hearing was at the Department's discretion as referred to in the fourth paragraph from the bottom on the first page of the policy. Mr. Brew commented that if there were instances where the Town asked an employee not to take vacation, he would like it brought before the Board. He noted that Peter said they could budget for this. If there were circumstances next year, that they know about, they should plan for it rather than finding money through surplus.

Mr. Bowler asked if Dwight wanted to keep the liability at 150% rather than 200%. Mr. Brew assumed they would just buy someone out if they went over the 150%. He believed the way the policy, as written now, any employee earning five weeks vacation could just take two weeks and the Town, they would be required to buy out the remaining three weeks. Mr. O'Mara asked if he thought this could be manipulated. Mr. Brew said not manipulated – he would say if they adopt this, he would think every employee earning four weeks could take two weeks. He was suggesting they not adopt this and the existing policy was not an option. They need to stay within the 150% cap.

Mr. O'Mara asked if there was an approval process in place. The Chief indicated that as a matter of practice, in light of the new contract, they had these discussions in place. With the Highway Department, the employees are encouraged to take vacations during the summer, but not in the winter. He asked the Board to keep in mind, that they have the language in a contract, where it is 200%. Mr. O'Mara asked if there was a global premise. Mr. MacGuire advised it was an expenditure and ultimately approved by the Selectmen. They have the ability to manage it a little bit better than it was now. They would like their employees to take vacation. Following this policy, they are pushing people more out the door on their anniversary date, excluding the Union, were they were talking about 5-6 employees they strive to manage. He saw this as a step forward and supported the 200% - it didn't increase the Town's liability, but allows the employee to go out one more year to try and squeeze in this vacation. Chief Lyon indicated that he

couldn't speak to other Departments, but in the Police Department vacation time costs the Department money.

Mr. Brew asked if anyone knew how many people were involved, was it a small number like half a dozen. At budget time, they could see what employees they were going to request they not take their vacation. With this policy they would have to guess how many of their 50 employees might not be taking all of their vacation and they will have to buy them back. If the Town doesn't have a pressing need and somebody was running up against the cap, some may say they would rather have the cash. Mr. MacGuire indicated he would draw the analogy for the sick leave incentive. There were some employees who used all their sick time and others that never use them, they budget zero. He thought this would make it easier for budgeting purposes.

Mr. Bowler asked if Mr. Brew supported everything, but going from 150% to 200%. Mr. Brew mentioned that one of the bigger things he had an issue with was that they were requesting the employees not to take the full amount. They were saying if you don't want to take your vacation, the Town will buy it back. For example, a \$52,000 a year employee could end up with \$55,000 and some employees might rather be bought out. Mr. Bowler suggested tabling this. Mr. O'Mara asked if Dwight's understanding was accurate or can an employee say, at their anniversary buy me out. Mr. Lyon thought this opportunity existed. Mr. O'Mara asked Mr. Brew if an approval process be acceptable to him, such as a Department Head or Town Administrator or Board of Selectmen. Mr. Brew believed so and thought perhaps he should have done this for this particular meeting. They could start with an existing policy or this policy and modify it to what he thinks addresses the issues and meet the Town's needs. He wanted to make sure the employees are taken care of and he would do this for the next meeting.

Mr. Bowler moved to table so that Dwight can write up something, that they can all understand what he is seeking, second by Mr. Grella. Vote: 4-1, Mr. Infanti opposed.

Approve Working Budget Transfer for Vacation Adjustments

Mr. MacGuire invited Finance Director Merri Howe to join them. There were several employees in five departments in varying amounts that were above the percent limit. The reason for the proposed working budget transfers was to buy seven employees down to their 150% at \$66,262.88. He indicated they will give the Board information for whatever detail they wanted. ***Mr. Brew moved to approve the budget transfers, second by Mr. Bowler. Vote: Unanimous.***

Approve Working Budget Transfers from Various Accounts

Mr. MacGuire advised that this was a request by DPW Director Berry to transfer \$8,720.26 from the Souhegan Regional Landfill District (01-4323-10-2307) into the Transfer Station Outside Hire line (01-4324-10-2451). This was a working budget transfer for funds to repair the scale. A year and a half ago, they made an attempt to replace the scale. It is on borrowed time and probably will not have that scale in action much longer. ***Mr. Bowler moved to approve, second by Mr. Grella. Vote: Unanimous.***

Mr. Bowler moved to have the Chair sign the working budget transfer, second by Mr. Grella. Vote: Unanimous.

Approve Purchase Orders

Mrs. Howe advised purchase orders were requested for the following vendors: Vachon & Clukay \$8,000.00 – one audit was wrapped up with another coming; Nyhart \$750.00 – an update in GASB 45 due to deductible health plan; Pike Industries \$105,000.00 – DPW hot top and continuing road maintenance;

Boreal Media Technologies \$1,200.00 – ACTV20 to set up live internet streaming for the meetings; BCM Planning LLC \$4,530.00 – impact fees; Markings Inc. \$16,838.36 – award the bid for line striping; Fire Tech & Safety of NE \$5,065.00 – one AirPak, Cylinder and Face Piece for the Fire Department; Firematic Supply Co., Inc. \$2,434.00 – one 1.5 HP Electric PPV Fan; Firematic Supply Co., Inc. \$575.00 – one hydrant valve; Northeast Scale \$9,682.00 – Repair scale at ATS.

Mrs. Howe told Mr. Brew that the purchase orders were for FY11 budget that had been committed to. Mr. Bowler noted that the Pennichuck Water Works installed water supply for the skating rink did not get on the agenda and was for \$3,667.81. He indicated he had talked about it at the end of June and can get a purchase order if they need one. Mr. O'Mara mentioned that it appeared there was sufficient money in Contingency. After a few suggestions were made, Mr. MacGuire remarked that at some point as they move through the end of the year process, they will talk about revenue shortages, etc. and the Board was missing one piece. It all comes down to the big picture with carryovers, purchase orders, transfers and revenue and expenditure projections. Mr. O'Mara suggested they come back to this agenda item.

Estimated Budget Availability

Mr. MacGuire advised that this information was hot off the press approximately one hour ago and had the information projected on the screen. Mrs. Howe explained that after the accounts payable run, there was \$705,000 available as of June 27, 2011, less estimated revenue shortfall of \$175,000 with the estimated budget net budget available of \$530,000 – less June 30, 2011 payroll left \$220,000, less vacation adjustments \$66,000 with a projected remaining expenditures of \$80,000, less purchase orders request of \$154,074 – amount remaining was \$9,926.

Mr. MacGuire added they arbitrarily reduced the road maintenance line by \$10,000. He reminded the Board that last year, when they had the discussion on road maintenance, it was the Board's desire to get this amount as high as they could. They could always lower the purchase order after the process, but they couldn't raise it. He noted that their track record was to be conservative. This information was a snapshot and somewhat of a guess they will have for the next four days. Mr. Brew mentioned that the \$9-10,000 was 1% of the budget. If something happened and that number ended up negative, was this something by law they could or couldn't do. Mr. MacGuire remarked that the purchase orders won't be spent, if this was the case. He told Mr. Brew that typically they can predict what their expenses are and what might happen within the next four days.

Mr. O'Mara asked if in their projected revenue shortfalls had they included any of the LUCT funds in the revenues which he thought might be around \$26,000. Mr. MacGuire thought the discussion of where it goes was not as important that night and will need some direction from the Board during tax setting time in September or October. He told Mr. O'Mara that he was right, but it was not figured in any of the information given to them. It goes to either the fund balance or to offset taxes and a decision that didn't need to be made then. They did not factor any of this in and looked at it as a separate issue to be determined by the Board at a future date.

Mrs. Howe told Mr. Bowler that anything that went into this fund by June 30 goes to the bottom line and then the determination is made.

After further discussion, ***Mr. Grella moved to include the request for Pennichuck Water Works in the purchase order list, second by Mr. Bowler. Vote: Unanimous.***

Mr. O'Mara noted that there were 11 purchase orders, including Pennichuck, in the amount of \$154,742.17. Mr. MacGuire advised that the purchase orders were brought forth from the Department Heads with the exception of the Fire Department request that came to him with a higher number,

however, the projected Fire Department budget did not sustain them as he had asked the Department Heads to operate within their budgets. Pike Industries purchase order had been reduced to \$105,000.

Mr. Brew moved to accept the eleven purchase orders in the vendor list on the screen including Pennichuck, second by Mr. Infanti. Discussion: Mr. Grella asked if the reduction of the purchase order for Pike Industries was going to affect the budget. Director Berry advised that the current price was around \$72.00 per ton. The project was for Old Mont Vernon Road, will roll over into the next budget and will be made up in the budget beginning July 1st. **Vote: Unanimous.**

Approve Carryovers

Mrs. Howe advised that \$22,288.25 was for PMEC Building residual fund that was voted on in 2008 for repairs to the well and water supply. \$129,795.40 was for Baboosic Lake Septic Phase 3 was the condition of the warrant article back to 2008. \$178,096.81 was for Baboosic Lake Septic Phase 4 that was a recent warrant article and they will finish the project and retain the fee. \$25,394.90 was for a PEG Grant for the Cable Access Committee and would be carried over and used as needed.

Mr. Bowler moved to carry over \$355,575.36, second by Mr. Infanti. Vote: Unanimous.

Sign Union Contract

Mr. O'Mara advised the Board tentatively approved the agreement and suggested that the voters approve the funding, which they did and he was seeking a motion to sign and approve the agreement. **Mr. Bowler so moved, second by Mr. Infanti. Vote: Unanimous.**

Award Truck Bid

Mr. MacGuire informed the Board that this information was not in the packet sent to them on Friday. He invited Director Berry to join them once again. Mr. Berry told them that the bid opening was on June 10, 2011 along with a bid opening on road work. He felt a little bit of in-depth research was needed on the proposals and held off until that night in order for his Mechanic to do this. The bid specifications for a cab and chassis, contained six or seven pages, was sent to four or five companies. Two bids were received: Freightliner of New Hampshire (with extended engine and transmission warranty, less power take off) - \$114,443.00 and Liberty International (with extended engine warranty, with no automatic transmission warranty available and no power take off) - \$118,396.00. Director Berry's recommendation was Freightliner.

Mr. Infanti moved to award the bid to Freightliner of New Hampshire, second by Mr. Grella.

Discussion: Mr. Grella reported that at a Road Commission meeting, Director Berry and Mechanic John Trowbridge mentioned some of the things Freightliner had that Liberty International didn't have. He asked Mr. Berry to read the letter received. In response to a comment made by Mr. Bowler, Mr. Berry advised that both vehicles had automatic transmission. **Vote: Unanimous.**

Award Road Inspector's Position

Mr. O'Mara advised that this position is the individual who will advocate for the Town on the road work being done. Director Berry explained that the bid specifications and expectations contained seven pages. There were two bids with one being withdrawn. The one bid was from Keach-Nordstrom Associates who did the work on Spring Road. Their bid Project A (Mack Hill) not to exceed \$45,000, Project B (Mont Vernon Road) not to exceed \$5,400, Project C (Boston Post Road) not to exceed \$4,500 and Mileage at \$.51 per mile. He recommended that the bid be awarded to KNA. **Mr. Infanti so moved, second by Mr.**

Berry. Discussion: Mr. O'Mara noted the total bid was not to exceed \$54,900. **Mr. Infanti amended his motion to include "not to exceed", second by Mr. Bowler. Vote: Unanimous.**

* * * * *

Mr. Berry indicated that at the Board's last meeting he talked to the Board about rubberized chip sealing. He had nothing further to offer for the second company that does this who is in Albany, NY. He thought the Board was comfortable with Allstate. Mr. O'Mara noted the Board would waive competitive bidding and award it to Allstate. **Mr. Bowler so moved, second by Mr. Infanti. Vote: Unanimous.**

Mr. Berry acknowledged his working with Sharon for ten years and the five years with Gary – both had helped him immensely. He spoke about the different styles between Carl Weber and Gary. He thanked them both and added he will miss them.

Mr. Grella reported that at the last Road Commission meeting the hot box was discussed. Director Berry indicated that he had been gathering information and the question was should they be renting it monthly or applying it to a lease/purchase. He received information from two companies. Fairfield has a unit that slips into a one ton truck. He also has information on something that was a smaller size and would require multiple trips. He told Tom that he did not think this would come up at this meeting, but did come with the information. He rents the unit by the month at \$2,400 per month and typically in the past they have had it for three months. When it rains, they don't use it and in the spring is when they need hot asphalt the most. This came up at a Road Commission meeting and he knew Selectman Grella sent out an email on this last week. Mr. Bowler noted that for \$17,500 they could buy a new one – he thought they should put it in the budget coming up.

Unanticipated Revenue

Mr. MacGuire advised they received two recent funds - \$1,054.59 from the dissolution of Friends of PMEC and the second a donation for July 4th from Bot-L-Gas for \$500.00 - the Committee has received this donation for many years. The total was \$1,554.50. **Mr. Bowler moved to accept, second by Mr. Infanti.** Discussion: In response to Mr. Brew's question, Sharon told the Board that of the \$1,054.59 for PMEC, \$100.00 was to go into a restricted account for snowshoeing and the remaining into a non-restrictive Concentration Account for PMEC. **Vote: Unanimous.**

Liz Overholt thought it appropriate that it be mentioned that Norman Wrenn, an Amherst resident has donated this amount for approximately eight years.

Pole License

Mr. Infanti moved to approve Pole License 21-1086 for one pole on Boston Post Road near No. 474, second by Mr. Brew. Vote: Unanimous.

Abatements

After reading the recommendation from MRI, **Mr. Bowler moved to approve an abatement on M/L 2-77-1-1 in the amount of \$208.90, second by Mr. Infanti. Vote: Unanimous.**

After reading the recommendation from MRI, **Mr. Bowler moved to approve an abatement on M/L 2-77-1-2 in the amount of \$157.50, second by Mr. Infanti. Vote: Unanimous.**

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 2-77-1-3 in the amount of \$262.14, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 2-77-1-4 in the amount of \$212.99 second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 2-77-1-10 in the amount of \$116.74, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 2-77-1-16 in the amount of \$208.90, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 2-77-1-17 in the amount of \$212.99, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 2-77-1-18 in the amount of \$212.99, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 2-77-1-14 in the amount of \$96.26, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to approve an abatement on M/L 5-47-14 in the amount of \$1,024.00, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to deny an abatement on M/L 2-77-1-5, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to deny an abatement on M/L 2-77-1-6, second by Mr. Infanti. Vote: Unanimous.*

After reading the recommendation from MRI, *Mr. Bowler moved to deny an abatement on M/L 2-77-1-9, second by Mr. Infanti. Vote: Unanimous.*

Mr. Bowler moved to approve a yield tax for M/L 20-37 in the amount of \$554.40, second by Mr. Infanti. Vote: Unanimous.

Approve Personnel Action Request For A Minute Taker

Mr. Brew indicated it was his error that this was on the agenda, as it should be in the non-public session.

Other Business

Mr. Infanti acknowledged their Town Administrator and Police Chief who spent thousands of hours over the past two and a half years in making the Union contract work. It was a long drawn out process and a fair and equitable document during these economic times. Mr. MacGuire added that Selectmen Infanti was also there through this process.

Mr. Grella reported that the past Thursday there was a Road Commission meeting.

Mr. Bowler noted that the ad for the Town Administrator's position was in the Union Leader the day before. *He moved to place another ad in the Union Leader on July 10, 2011, second by Mr. Brew. Vote: Unanimous.*

Mr. O'Mara reported that tomorrow there is a meeting of the Recreation Commission, as well as the first concert on the Common at 6:30 p.m. and encouraged everyone to go.

Non-Public Session

Mr. Bowler moved to go into non-public session at 8:35 p.m. under RSA-91-A:3 II (a) and (d), second by Mr. Infanti. Roll call vote: Mr. Infanti – yes; Mr. Bowler – yes; Mr. Grella – yes; Mr. O'Mara – yes; Mr. Brew – yes.

The Board discussed a personnel matter with the Town Administrator Mr. MacGuire. The Board also discussed a legal matter with Town Administrator Mr. MacGuire.

Mr. Bowler moved to re-enter public session, second by Mr. Grella. Roll call vote: Mr. Infanti – yes; Mr. Bowler – yes; Mr. Grella – yes; Mr. O'Mara – yes; Mr. Brew – yes.

A motion was made by Mr. Brew to offer Beth Penny the position of meeting minute recorder, second by Mr. Infanti. Vote: Unanimous.

A motion was made by Mr. Infanti to temporarily increase a part time employee to 40 hours, second by Mr. Bowler. Vote: Unanimous.

A motion was made by Mr. Infanti to purchase an easement from the property owner of 2 Mack Hill Road M/L 007-002, in the amount of three thousand dollars (\$3,000), second by Mr. Grella. Vote: 3-1 Mr. Bowler dissenting.

A motion to adjourn the meeting at 9:10 p.m. was made by Mr. Grella, second by Mr. Brew. Vote: Unanimous.

Respectfully submitted,

Sharon L. Frydlo
Executive Assistant